

## **REQUEST FOR PROPOSALS FOR ANNUAL MAINTENANCE OF UPS UNITS**

Notice is hereby given that the Board of County Commissioners of Santa Rosa County, Florida is soliciting proposals for an annual maintenance agreement for (2) Uninterrupted Power Supply Units located at 4499 Pine Forest Road. The successful Company shall enter into an agreement with Santa Rosa County which will detail the services to be provided.

All proposals must be in writing and delivered by hand or Fed Ex to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, Florida, 32570; and must be received by 10:00 a.m., April 1, 2014. All proposals shall be sealed and clearly labeled, "**RFP- UPS Maintenance**". Submittals shall include one (1) original, eleven (11) copies of the proposal, and one (1) CD/thumb-drive with the full proposal included, (each document must be in an individual PDF format file). The proposal will be publicly opened at this time. Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for opening will be rejected and returned to the submitter.

Specifications may be secured from Santa Rosa County Website ([www.santarosa.fl.gov/bids](http://www.santarosa.fl.gov/bids)) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

Questions concerning this request should be directed to Steve Mewborn, Logistics Chief Santa Rosa County Emergency Management (850) 983-5360.

The Board of County Commissioners reserves the right to waive irregularities in bids, to reject any or all bids with or without cause, and to award the bid that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

### **LEGAL NOTICE**

One issue – March 1, 2014 - Press Gazette, March 6, 2014 - Navarre Press, and March 6, 2014 - Gulf Breeze News

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith.

**OBJECTIVE:**

Santa Rosa County is seeking proposals for the Annual Maintenance on (2) Uninterrupted Power Supply Units UPS(s) located at 4499 Pine Forest Road, Milton, FL 32583. The two units are APC brand and located in our 911 storage room at the above address. The model number for both units is 5L40KFB2.

**Please provide two quotes:** Please provide one quote for the PMI with warranty and one for PMI without warranty.

**SCOPE OF SERVICES: With Warranty and Without Warranty.**

- A. The annual inspection will consist of (2) Preventive maintenance inspections on the UPS Electronics and (2) preventive maintenance inspections on the battery systems.
- B. Include on site labor, travel time, mileage and expenses
- C. Include 100% of replacement parts on UPS electronics (excluding batteries). **Understand that without warranty would not include this statement.**
- D. Include remedial maintenance and corrective repair.
- E. Response time to 6 hours or better 24 hours a day 7 days a week.
- F. If batteries are found bad expect them changed out on the 2<sup>nd</sup> visit unless it will prevent the system from operating efficiently.
- G. Scope of work to be included with quotes.

**TERM :**

The term for these services will be for one (1) year. First inspection needs to be done on or around June 1, 2014 and the second inspection done on or around December 1, 2014.

**CONDITIONS:**

- A. Inspections need to be done during normal business hours 8:00 AM till 5:00 PM Monday thru Friday
- B. (For the Non-warranty PMI) Services performed under normal repair service or emergency repair service shall be invoiced at the contractor's prevailing service rates. The cost of parts/materials and new equipment purchased by the contractor will be shown separately. For certain items of higher value, the County may elect to purchase the item directly and have the item installed by the contractor. With any item purchased by the

County, the County understands that the contractor will not be held responsible for any warranty associated with the product itself.

- C. The successful bidder shall cooperate with those in authority on the premises to prevent loss or damage to county property. The successful bidder shall repair any and all damages he may cause to buildings or property to the full satisfaction of the county's authorized representative.

### **BILLING/INVOICE PROCEDURE:**

Billing for UPS Preventative Maintenance is due after each inspection and shall contain the following information:

- A. On letterhead or invoice of contactor
- B. Date of Invoice
- C. Invoice number
- D. Name and location of building and equipment where work was performed
- E. Number of regular hours or over-time hours spent working on equipment
- F. List of parts used
- G. Freight charges, if applicable
- H. Mileage, if applicable
- I. Discount, if applicable
- J. Detailed report of all work performed should appear on the billing invoice
- K. Invoice should be sent to:

Santa Rosa County Emergency Management  
4499 Pine Forest Road  
Milton, FL 32583  
Attn: Deb Grinde



March 7, 2014

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**Addendum No. 1**

Correct model # of the UPS units is SL40KFB2 instead of 5L40KFB2.

End of Addendum No. 1